

## **INTRODUCTION**

This fact sheet provides you with information concerning your deployed military pay and travel entitlements. Always read your LES to ensure you are receiving the proper pay entitlements. Always carry the most current copy of your LES with you. The following information is in alphabetical order so you can easily find an item of interest. Actual entitlements are determined by information listed in your orders.

## **ACCRUAL/INTERIM TRAVEL VOUCHER**

If deployed 45 days or longer, we recommend you file an accrual/interim voucher. This voucher is a request for payment of travel entitlements as they are incurred. The first payment is made upon request, with subsequent payments every 30 days. It is MANDATORY that you identify ALL expenses that were charged to GTC in order to pay the card in full. Failure to do so will ultimately place the cardholder in delinquency status. The voucher can be filed in one of four ways:

- 1) Fax it to DSN 317 552-2404
- 2) Email to Finance help desk [3cptfso@elmdorf.af.mil](mailto:3cptfso@elmdorf.af.mil)
- 3) Set it up at processing line before deployment
- 4) Through Virtual MPF at: [www.afpc.randolph.af.mil](http://www.afpc.randolph.af.mil)

## **BASIC ALLOWANCE FOR SUBSISTENCE (BAS)**

Your entitlement to BAS will continue while at your deployed location. If on the meal card at home station, your meal deductions will be refunded after your return. BAS is dependent upon TDY location and meal availability, this information is stated in your TDY orders.

## **COMBAT ZONE TAX EXCLUSION (CZTE)**

If Congress declares the deployed location a combat zone, enlisted member's military pay will not be subject to federal or state tax. For officers, only the first \$5882.20 (CY2004) of your pay is exempt from federal or state tax. This entitlement only affects those areas recognized by the Department of Defense Financial Management Regulation, Volume 7A.

## **DEPENDENT SUPPORT**

While deployed, your direct deposit will continue to go to your designated financial institution. We recommend your spouse have access to your checking or saving account.

When a member's dependent leaves the state of Alaska for more than 30 consecutive days, it is up to the member to come to Finance and update their COLA entitlement. COLA is a station allowance and dependents must be on station to continue to draw the entitlement. A member's COLA will not decrease when they are deployed for more than 30 consecutive days.

## **GOVERNMENT TRAVEL CARD (GTC)**

You may obtain current balance on your Bank of America GTC by going to [myeasypayment.com](http://myeasypayment.com). This feature allows you to accurately identify to Finance how much to pay Bank of America in order to settle your bill in full.

## **HARDSHIP DUTY PAY (HDP-L)**

Officer and enlisted personnel may be entitled to HDP when deployed 31 days or more. The rate ranges from \$50 to \$150 per month based on the deployed location. You will be notified prior to deploying if the location is a HDP area and which rate applies. This entitlement is included in your military pay. This will reflect on your LES as **Saved Pay**.

## **IMMINENT DANGER PAY (IDP)/HOSTILE FIRE PAY (HFP)**

Some locations are subject to imminent danger (build up of hostile forces, terrorism, etc.) Other locations may be declared combat zones because of ongoing enemy activities. Like HDP, this entitlement is payable for only certain locations. The entitlement is \$225 per month and there is no minimum amount of time you are required to be in the area. This entitlement is included in your military pay.

## **LODGING**

For deployments, lodging is normally provided at no cost. However, if you are required to pay for lodging, you will be reimbursed up to but not to exceed the maximum lodging rate for your TDY location. Itemized receipts will be required when filing your travel voucher.

## **PAY ACCESS ON THE INTERNET**

While deployed and with internet access, a MyPay pin number will enable you to look at your LESs and make a limited number of changes to your pay record without visiting Finance. You may access MyPay at the following website <https://mypay/dfas.mil/mypay.asp>. You may also use LeaveWeb to view pay record information. After logging into LeaveWeb, choose "Military Pay Summary". This data is never final until pay statements are printed.

## **PAYDAY/PAY SERVICE**

You will continue to be paid while deployed. We advise you to bring a sufficient number of personal checks for the length of the TDY. There may be a paying agent available to cash checks and answer routine pay inquiries. ATMs may also be available depending on location.

## **PER DIEM**

Your per diem will depend on the location and the messing/lodging arrangements at the deployed site. Use the following information as a guide:

### **Essential Unit Messing (EUM):**

Reduced per diem is payable when EUM is declared. You will be entitled to the incidental expense portion of your per diem. In CONUS this is a \$2.00 and for OCONUS installations this rate is \$3.50. For OCONUS locations other than installations, the rate varies and you will be notified of the rate prior to deploying. Per diem for travel days will be paid as a percentage of the applicable TDY point's per diem rate to/from the deployed location.

### **Meals Provided at No Cost:**

The same rules apply as those for EUM

### Required to Pay for Meals:

Normal per diem rules apply.

One of the following options will appear on your orders:

A=All government meals directed

B= Some government meals directed

C= No government meals directed

You will be notified of the applicable per diem rate prior to being deployed

### SAVINGS DEPOSIT PROGRAM (SDP)

If you are deployed to certain areas outside the United States as designated by the Secretary of Defense, you may contribute any portion of your unallotted current pay and allowances (net pay) to the SDP. The maximum amount you may contribute is \$10,000 and your deposit will accrue 10 percent interest per annum. You must withdraw your deposit within 90 days of your return from the HDP/HFP area. Paying agents will be deployed to accept contributions to SDP. If a paying agent is not available, please contact your servicing Finance office for assistance with your deposit.

### SETTLEMENT VOUCHERS

Members must file a settlement voucher within 5 days upon return to their duty station. It is imperative you meet this timetable since settlement vouchers start/stop numerous deployed entitlements.

If you receive an accrual or advance during your deployment you must file a hard copy voucher at Finance, otherwise you must file your settlement voucher through the Defense Travel System (DTS).

### SPECIAL POWER OF ATTORNEY

If you delegate another individual, including your dependents, authority to act on your behalf for Finance matters, they must have a special power of attorney. A general power of attorney will NOT be accepted. Contact the Legal office to obtain a special power of attorney.

### TRAVEL ADVANCES

In most cases it is MANDATORY you use your government travel card. If you do not have a government travel card, you MUST have an approval statement for an advance in your orders before an advance can be made. Any advances made by the Finance office will be deposited directly into your bank account via EFT within 2 to 3 business days. Sorry, NO CASH.

### VEHICLE STORAGE

You may be eligible to have your vehicle stored at government expense while TDY away from your home station. To be reimbursed you must be TDY at least 30 days, your deployment must be in support of a declared contingency and vehicle storage must be authorized on your deployment orders.

You may be reimbursed storage for one vehicle. Your vehicle must be stored in a commercial storage facility. In order for the storage facility to be considered commercial the general public has to have the right to store a vehicle there. Storage in a private residence garage or on a private lot does not constitute storage at a commercial facility. Storage cost may be charged to your GTC and if requested, Finance will make monthly interim payments.

### IMPORTANT FINANCE WEB SITES:

PER DIEM RATES:

<http://www.dtic.mil/perdiem/pdrform.html>

CURRENCY CONVERTER:

<http://www.oanda.com/converter/classic>

TSP:

<http://www.tsp.gov>

MyPay: <https://mypay.dfas.mil/mypay.aspx>

FINANCE HELP DESK EMAIL:

[3cptsfso@elmendorf.af.mil](mailto:3cptsfso@elmendorf.af.mil)

GOVERNMENT TRAVEL CARD PAYMENTS:

[www.myeasypayment.com](http://www.myeasypayment.com)

LEAVE WEB:

<https://131.37.157.1/leaveweb/leaveweb.asp>



**3<sup>rd</sup> CPTS**

## **Travel and Military Pay**

### **Information On**

### **Deployed Entitlements**

*We recommend you have your financial affairs in order once you are notified that you are subject to being deployed. Ensure you have a current copy of your LES with you. However, during mobility processing, we will provide a military pay technician who will be able to complete any documentation for changes to your military pay. Such things as allotments, taxes, or direct deposit changes may be done on the line.*



3<sup>RD</sup> COMPTROLLER SQUADRON  
8517 20<sup>TH</sup> STREET SUITE 100  
ELMENDORF AFB, AK 99506  
DSN: 317-552-5212  
FAX: 317-552-2404  
FINANCE HELP DESK EMAIL:  
[3cptsfso@elmendorf.af.mil](mailto:3cptsfso@elmendorf.af.mil)